

# CITY OF DURHAM

**Human Resources Department  
101 City Hall Plaza  
Durham, NC 27701**

## Request for Qualifications (RFQ)

Independent Consultants/Professional Firm  
to provide Training and Consulting Services

**Submittal Deadline**  
March 7, 2006

## Section I - - General Information for Vendors

### A. Definitions In This RFQ

**“City”** means the City Of Durham.

**“Statement of Qualifications”** or **“RFQ”** is the response of a person, firm, or corporation proposing to provide the services sought by this RFQ.

**“Vendor”** is the person, firm, or corporation that submits an RFQ.

### B. Purpose:

The City of Durham is requesting qualifications from independent consultants and/or a professional firm to provide training for employees.

The City of Durham invites any qualified vendor to respond to the RFQ by submitting a proposal consistent with the terms and conditions herein set forth.

### C. Background

The City of Durham is a municipal government located in the Piedmont area of North Carolina. The City provides traditional municipal services through various administrative and operating departments. The services include such functions as finance, human resources, information technology and varied line functions including police, fire, and environmental resources.

Proposals must contain assurances that all work will be in compliance with Federal State and local statutes including but not limited to equal employment practices, the Fair Labor Standards Act, the Equal Pay Act and the City’s SDBE program.

By submitting a response to this RFQ, the vendor indicates an understanding of the proposal requirements.

### **SCOPE OF WORK**

- a. Facilitation
- b. Leadership Development
- c. Organizational Development
- d. Special Training Programs
- e. Mediation
- f. Business Coaching

Proposals must include objectives, elements of all proposed participant activity for each of the modules identified above, what is expected to be accomplished and how it will be measured.

D. Issuing Office:  
City of Durham  
Human Resources Department  
101 City Hall Plaza  
Durham, N.C. 27701  
(919) 560-4214

E. Contact for Information  
Kevin Patton  
Assistant Director  
Human Resources Department  
101 City Hall Plaza  
Durham, N. C. 27701  
(919) 560-4214

F. Deadline

Questions and Addenda:

Vendors shall carefully examine this RFQ and any addenda. Vendors should seek clarification of any ambiguity, conflict, omission or other error in this RFQ in writing. Questions should be addressed to the Assistant Human Resources Director. If the answer materially affects the RFQ, the information will be incorporated into an addendum and mailed to vendors.

No verbal, fax, or e-mail comments form a part of this RFQ.

G. Changes in the Request for Qualifications:

Any material changes made in this RFQ will be posted and mailed to vendors of record. Any and all addenda will be numbered in sequence, dated as of the date of issue, posted and mailed by U.S. mail. The City of Durham is not responsible for mail delays.

H. Proposal preparation and guidance:

Proposals should be prepared simply and economically, providing a straightforward, concise delineation of the capabilities of their offering to satisfy the requirements of the RFQ and emphasize the vendor's demonstrated capability to provide services.

All requirements, questions and applicable attachments must be completed and presented as a part of the proposal and received in HR by the closing date. The City reserves the right to request additional information which, in its opinion, is necessary

to ensure that the vendor's competence, number of qualified employees, business organization and other resources are adequate to perform according to the contract

## I. Proposal Submission

All proposals must be submitted in a sealed envelope marked:  
RFQ Proposal for Training & Organizational Consultants  
Kevin Patton, Assistant Director of HR  
101 City Hall Plaza  
Durham, N.C. 27701

Proposals must be received in Human Resources by 5 p.m. EST, 3/07/06. Proposals in the form of telegrams, telephone calls, facsimiles, e-mails or telex messages will not be accepted. Late proposals will be returned to the sender.

Each proposal shall be signed by an official authorized to bind the vendor and shall contain a statement that the proposal is firm for the one hundred and twenty (120) day immediately following the deadline date for submission of the sealed proposals. At the end of the 120-day period, the proposal may be withdrawn at the written request of the vendor. If the proposal is not withdrawn, it will remain in effect until an award is made or the solicitation is canceled.

Six (6) copies of each proposal must be supplied. Each proposal shall also provide the following information:

1. The name of every company bearing an interest in the proposed services
2. The name, title, address, and telephone number of individuals with authority to contractually bind the offer or; and
3. A designated person(s) who can be contacted for information during the period of evaluation and for prompt contract administration upon award of the contract. This information shall include the person's name, title, address, and telephone number and email address.

The signer of the proposal must declare that all persons, companies or parties interested in the contract as principals are named therein; that the proposal is made without collusion with any other person, persons, company or parties submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and that the signer of the proposal has authority to contractually bind the vendor.

4. The City may require liability and workers' compensation insurance, decided on a case by case basis, depending upon the contract. Vendor should state whether currently carry *Commercial General Liability Insurance* and *Workers' Compensation Insurance*. If not, please indicate whether you are able to provide insurance if required by the City.
5. A copy of the current City of Durham business license issued to the company or a statement indicating that the application for it has been made.

## J. Award:

The City may award contracts to multiple vendors in order to obtain the best combination of skilled personnel to meet the City's needs.

The City intends to award a contract(s) as soon as practicable after receipt of vendors' proposals. The award of a contract shall be at the sole discretion of the City. Award(s) will be made to the vendor(s) whose proposal is determined to be the most advantageous to the City based on evaluation factors set forth in section IV. The City reserves the right to accept or reject all proposals in whole or in part and to waive informalities in the process. The City of Durham further reserves the right to make an award of contract without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms, which the vendor can propose, with respect to both price and technical capability. The contents of the proposal of the selected vendors will become part of a contractual obligation when the award is made.

Proposals will be initially evaluated on the basis of the written material provided, with clarification if needed requested by the Assistant Human Resources Director. Based on this initial evaluation, The City may invite vendors whose services most closely meet the City's need for presentations.

#### K. Disposition of Proposals:

All materials submitted in response to this RFQ will become the property of the City of Durham. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become a part of the official file on this matter without obligation on the part of the City of Durham.

#### L. Disclosure:

Any trade secrets or proprietary information submitted by a vendor in connection with a procurement shall not be subject to public disclosure however the offeror must invoke the protection of this section prior to or upon submission of the data or other materials by identifying the specific area or scope of data or other materials to be protected and state the reasons protection is necessary. An all-inclusive statement that the entire proposal is proprietary is not acceptable. A statement that costs are to be protected is not acceptable.

#### M. Cost incurred in responding:

This solicitation does not commit the City of Durham to pay any cost incurred in the preparation and submission of proposals or in making necessary studies or designs for the proposals and preparation thereof, nor to procure or contract for services.

#### N. Prime vendor responsibilities

Vendors may propose services that are provided by others (sub-contractors), but any services proposed must be clearly delineated and must meet all of the requirements of this RFQ.

If the vendor's proposal includes services provided by others, the vendor will be required to act as the prime vendor for all such items and must assume full responsibility for the procurement, delivery and quality of such services. The vendor will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all requirements of this RFQ.

#### O. Laws and Regulations

This Contract shall be deemed made in Durham County, North Carolina, and shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this Contract shall be the North Carolina General Court of Justice, in Durham County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

**A draft of any contract proposed for the City's execution shall be included with the proposal.**

#### P. Equal Business Opportunity Program:

It is the policy of the City to provide equal opportunities for City contracting for small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct present effects of past discrimination and to resolve complaints of discrimination. This policy applies to all professional services categories.

While there are no SDBE participation goals for this project, in accordance with the Ordinance, all contractors are required to provide information requested in the SDBE Professional Services Forms. Proposals that do not contain the appropriate, completed "Professional Services Form" will be deemed non-responsive and ineligible for consideration. The "Declaration Of Performance," "Participation Documentation," "Managerial Profile," "Equal Opportunity Statement" and the "Employee Breakdown" documents are required of all contractors. In lieu of "Employee Breakdown," contractors may submit a copy of the current EEO-1 form (corporate basis). Other forms in the package should be used as needed.

The Department of Equal Opportunity/Equity Assurance is responsible for the Equal Business Opportunity Program. All questions about SDBE Professional Services Forms should be referred to Deborah Giles or other department staff at (919) 560-4180.

#### Q. Schedule

The schedules for all work will be established by mutual agreement between the selected vendor/s and the City as tasks or projects are defined. The term of any contract resulting from this solicitation will be for one (1) year starting on the date of the award. The City of Durham reserves the exclusive right to extend this contract for two (2) additional annual periods. All services required by the City will be through details listed in an agreement for each project or task to be performed.

#### R. Work space and supplies

The City will provide facility meeting space and any AV equipment to the vendor.

Vendors will provide any general supplies needed to perform the scope of services specified in this RFQ and other contract provisions.

### SECTION III --- INFORMATION REQUIRED FROM VENDORS IN PROPOSALS

#### A. Business Organization and Credentials:

1. Recent (within the current and immediately preceding 24 months) examples of consulting services related to previous training provided for private, Public, or non-profit organizations.
2. References from at least three (3) consulting clients.
3. Name, experience, qualifications and references for the key contact person/s who would provide services to the City of Durham
4. Assurance of compliance with applicable federal, state and local laws
5. Total job cost per service requirement

#### B. COSTS

Costs for all services must be provided

#### Expense Reimbursement

Cost of expense reimbursement, if any, are to be clearly itemized or a per diem rate may be quoted.

Vendor/s should include a maximum amount for expenses it expects the City to reimburse directly to the vendor for facilitations, presentations, and training. This maximum can be stated on a daily, weekly, monthly or total basis.

Vendor/s should include a comprehensive statement of conditions under which identified item of expenses may be billed.

No valid claim against the City shall be made for charges not pre-authorized by the City. All pre-approvals for direct expense items shall be in writing on the part of the City.

Vendor/s must identify and quantify the costs of labor, material and services, except otherwise noted necessary for the completion of any one function or all function at no additional cost to the City. Price sheets may be attached if needed.

Costs for miscellaneous items, if any, are to be itemized. Local travel costs are to be the responsibility of the vendor/s.

### SECTION III Non collusion

This RFQ constitutes an invitation to bid or propose. The following must be signed and included with your response:

The City of Durham prohibits collusion, which is defined as a secret agreement for a deceitful or fraudulent purpose.

I, \_\_\_\_\_ affirm that I have not engaged in collusion with any City employee(s), other person, corporations or firms relating to this bid, proposals or quotations. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Signature: \_\_\_\_\_

### SECTION IV – CRITERIA FOR PROPOSAL EVALUATIONS



The Human Resources Department will evaluate all proposals received. Upon completion of the evaluations recommendations for selection will be prepared and forwarded to the City Manager for award and contracting purposes. The following criteria will be used in the proposal evaluation process.

- a. Meeting of requirements
- b. Completeness of response
- c. Quality and thoroughness of the proposal
- d. Prior experiences as a contractor with references who can be contacted
- e. Qualifications of the individuals who would be assigned to the City
- f. Familiarity with quasi-judicial hearing processes
- g. Demonstrated performance of similar tasks
- h. Methodology for providing all services
- i. Presentation of the proposal if required by the City
- j. The total cost per service to include any profit/fees.
- k. Availability of contractor during process, as well as accessibility for a defined period after implementation of any products of the project

ATTACHMENT 2  
SERVICES OFFERED

VENDOR NAME \_\_\_\_\_

Please indicate whether or not your proposal offers each of the services listed below by checking the appropriate box for each service.

Service	Vendor is Offering This Service	Vendor is NOT offering This Service
1. Facilitation		
2. Leadership Development		
3. Organizational Development		
4. Special Training Programs		
5. Mediation		
6. Business Coaching		

Attachment 3

All vendors must identify and quantify the total job price for all required services. Any work, labor, materials or services, except otherwise note, necessary for the completion of any one specialized service or combination thereof, shall be performed and furnished by the vendor at no additional cost to the City. Vendors are also required to fill out attachment #3 for each of the services listed as “provided” above. If rates are monthly based on a minimum number of hours devoted to the particular service, please note in the comment section.

Professional Fee	Estimated hours	Hourly Rate	Total Amount	Comments
Work (any details)				
Expense Reimbursement (description of expenses)				
Miscellaneous Expenses Description				

Comments/special  
considerations\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TOTAL \$\_\_\_\_\_



**CITY OF DURHAM**

**SMALL DISADVANTAGED BUSINESS ENTERPRISE**

**PROFESSIONAL SERVICES FORM**



**Equal Opportunity/ Equity Assurance Department**

**Mailing Address:**  
101 City Hall Plaza  
Durham, North Carolina 27701

**Street Address:**  
211 Rigsbee Avenue  
Durham, North Carolina 27701

**Phone:** (919) 560-4180  
**Facsimile:** (919) 560-4513

## CITY OF DURHAM EQUAL BUSINESS OPPORTUNITY PROGRAM

### **Policy Statement**

It is the policy of the City to provide equal opportunities for City contracting to small firms owned by socially and economically disadvantaged persons doing business in the City's Contracting Marketplace. It is further the policy of the City to prohibit discrimination against any firm in pursuit of these opportunities, to conduct its contracting activities so as to prevent such discrimination, to correct the present effects of past discrimination and to resolve complaints of discrimination.

### **Goals**

To increase the dollar value of all City contracts for goods and services awarded to small disadvantaged business enterprises, it is a desire of the City that the contractor will voluntarily undertake efforts to increase the participation of socially and economically disadvantaged individuals at higher skill and responsibility levels within non-minority firms engaged in contracting and subcontracting with the City.

The Equal Opportunity/Equity Assurance Director shall establish project specific goals for each project or contract based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

## **Equal Business Opportunity Ordinance SDBE Participation Documentation**

If applicable information is not submitted with your proposal, your proposal will be deemed non-responsive.

**Declaration of Performance** must be completed and submitted with your proposal.

**SDBE Participation Documentation** must be used to document participation of Small Disadvantaged Business Enterprise (SDBE) on Professional Services projects. All SDBEs must be certified by the City of Durham's Equal Opportunity/Equity Assurance Department prior to submission date. If a business listed has not been certified, the amount of participation will be reduced from the total utilization.

**Managerial Profile** must be used to list the managerial persons in your workforce who will be participating in this project.

**Equal Employment Opportunity Statement** for your company must be completed and submitted with your proposal.

**Employee Breakdown** must be completed and submitted for the location providing the service/commodity. If the parent company will be involved in providing the service/commodity on the City contract, a consolidated employment breakdown must be submitted.

**Letter of Intent to Perform as a Sub-consultant/Subcontractor** must be completed for SDBEs proposed to perform on a contract. This form must be submitted with the proposal.

### **Post Proposal Submission SDBE Deviation**

Post proposal submission SDBE deviation participation documentation must be used to report and deviation from SDBE participation either prior to or subsequent to startup of the project. The Equal Opportunity/Equity Assurance Department must be notified if the proposed sub-consultant/subcontractor is unable to perform and for what reasons. Substitutions of sub-consultants/subcontractor, both prior to and after awarding of a contract, are subject to City approval.

### **SDBE Goals Not Met/Documentation of Good Faith Efforts**

It is the responsibility of consultants/contractors to make good faith efforts. Good Faith Efforts means the sum total of efforts by a particular business to provide equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors.

Whenever contract alternatives, amendments or extra work orders are made individually or in the aggregate, which increase the total value of the original contract, the consultant must make a good faith effort to increase SDBE participation such that the amounts subcontracted are consistent with the established goals.

## **SELECTION OF CONSULTANTS/CONTRACTORS FOR ARCHITECTURAL/ENGINEERING AND OTHER PROFESSIONAL SERVICES**

### **Goal**

The purpose is to provide Small Disadvantaged Businesses equal opportunities for participation on City of Durham contracts.

### **Definition of the Scope of the Selection Policy**

The Equal Opportunity/Equity Assurance Director shall establish SDBE participation goals for each contract to be awarded by the City. Project specific goals for each project or contract will be based upon the availability of small disadvantaged business enterprises (SDBE's) within the defined scope of work, delineated into percentages of the total value of the work.

### **Small Disadvantaged Business Proposal Requirements**

The prime consultant/contractor shall submit a proposal in accordance with the City of Durham's Request for Proposal. In addition, the prime consultant/contractor must submit all required Professional Services SDBE Forms.

### **Selection Committee for Professional Services**

A selection committee shall be established to be composed of the following: City Manager or a designated representative of this office; Director of Finance or a designated representative of this office; department head responsible for the project; City Engineer if engineering services are involved; the Equal Opportunity/Equity Assurance Director and Purchasing Manager. Other representatives shall be called upon as needed based on their areas of expertise.

The committee shall screen the proposals based on the following criteria:

1. Firms; interest in the project;
2. Current work in progress by firm;
3. Past experience with similar projects;
4. General proposal for carrying out the required work;
5. Designation of key personnel who will handle the project, with resume for each;
6. Proposed associate consultants/contractors, SDBE subconsultants;
7. Indication of capability for handling project;
8. Familiarity with the project;
9. Fees that have been charged for recent comparable projects;
10. References;
11. SDBE Participation; and
12. Documentation of Good Faith efforts.



After ranking the firms presenting proposals based on the above criteria, interviews will be conducted by the selection committee with the top ranked firms (3-5). The contracting department will make the final recommendation, prepare contracts for review by the City Attorney, and prepare the recommendation for the City Council including the following:

1. Description and scope of the project;
2. Recommended firm;
3. Contract cost;
4. Time limits;
5. Basis for selection;
6. Source for funding;
7. Equal Business Opportunity Ordinance compliance; and
8. Recommendation that the contract be approved by the City Council.

### **Contract Award**

A provision must be written in each contract with an architect or engineer requiring them to work with Equal Opportunity/Equity Assurance Department in creating and identifying separate work.

### **Project Evaluation**

An evaluation shall be made of each contract after its completion to be used in consideration of future professional services contracts. The evaluation shall cover appropriate items from the check list for ranking applicants. A copy of the evaluation shall be given to the consultant, and any comment he/she cares to make shall be included in the files.

### **DECLARATION OF PERFORMANCE BY CONSULTANT/CONTRACTOR**

Briefly address each of the following items:

1. A brief synopsis of the company and the products/services it provides:
  
  
  
  
  
2. Describe the normal procedure used on a bid of this type, giving the flow of purchase from the company to the ultimate purchaser:
  
  
  
  
  
3. List anyone outside of your company with whom you will contract on this bid:

The undersigned consultant/contractor certifies that: (check appropriate box)

- a) ☐ It is the normal business practice of the consultant/contractor to perform all elements of the contract with its own workforce without the use of subcontractors/vendors; and
  
- b) ☐ That the above documentation demonstrates this *firm's* capabilities to perform all elements of the contract with its own work force or without the use of subcontractors/vendors.
  
- c) ☐ The vendor/contractor will use a subconsultant(s) in the fulfillment of this scope of work.

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**Date**

**Authorized Signature**

**PARTICIPATION DOCUMENTATION  
(TO BE COMPLETED BY PRIME CONSULTANT/CONTRACTOR ONLY)**

<b>Names of all firms Project (including prime and subconsultants/sub- contractors)</b>	<b>Location</b>	<b>SDBE Firm Yes/No</b>	<b>Nature of Participation</b>	<b>% of Project Work</b>

TOTAL \_\_\_\_\_

\_\_\_\_\_  
Name - Authorized Officer of Prime Consultant/Contractor Firm (Print/Type)

\_\_\_\_\_  
Signature - Authorized Officer of Prime Consultant/Contractor Firm

\_\_\_\_\_  
Date

### Managerial Profile

Name of Firm: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Date: \_\_\_\_\_

List the managerial persons in your work force who will be participating in this project, including name, position, and whether the individuals are minority or woman within the definition\* of the City of Durham's Equal Business Opportunity Ordinance.

### Managerial Employees

NAME	POSITION	SOCIALLY/ECONOMIC
		ALLY DISADVANTAGED* (YES/NO)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\* M-Minority(African American) W-Woman Other-H-Hispanic, AI-American Indian, AS-Asian American, Handicapped

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**  
(You may submit your organization's EEO policy in lieu of this sheet)

## Part A – Employee Statistics for the Primary Location

Employment Category	Total Employees	Total Males	Total Females	M---a---l---e---s				F---e---m---a---l---e---s					
				White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native
Project Manager													
Professional													
Labor													
Clerical													
Totals													

## Part B – Employee Statistics for the Consolidated Company *(See instructions for this form on whether this part is required.)*

-S		M---a---l---e---s							F---e---m---a---l---e---s					
Employment Category	Total Employees	Total Males	Total Females	White	Black	Hispanic	Asian or Alaskan Islander	Indian or Alaskan Native	White	Black	Hispanic	Asian or Pacific Islander	Indian or Alaskan Native	
Project Manager														
Professional														
Labor														
Clerical														
Totals														

## Letter of Intent to Perform as a Sub-Consultant

The undersigned intends to perform work in connection with the above project as a SDBE:

Minority (African American)

Woman

Hispanic

American Indian

Asian American

Handicapped

The SDBE status of the undersigned is certified by the City of Durham as identified by the attached copy of certification or the attached SDBE Contractor Identification List supplied by the EO/EA Department.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

You have projected the following commencement date for such work, and the undersigned is projecting completion of such work as follows:

<u>ITEMS</u>	<u>PROJECTED COMMENCEMENT DATE</u>	<u>PROJECTED COMPLETION DATE</u>

The undersigned will subcontract \_\_\_\_\_% of the dollar value of this contract to a SDBE subconsultant/subcontractor and/or non-SDBE subconsultant/subcontractor.

The undersigned will enter into a formal agreement in the amount of \$\_\_\_\_\_ for the above work with you, conditioned upon your execution of a contract with the City of Durham.

Name\_\_\_\_\_ Title\_\_\_\_\_

Company\_\_\_\_\_ Telephone\_\_\_\_\_

Address\_\_\_\_\_

Signature\_\_\_\_\_

## REQUEST TO CHANGE SDBE PARTICIPATION

Project: \_\_\_\_\_

Name of bidder or consultant: \_\_\_\_\_

Name and title of representative bidder or consultant: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

Total amount of original contract, before any change orders or amendments: \_\_\_\_\_

Total amount of the contract, including all approved change orders and amendments to date, but not counting the changes proposed in this form: \_\_\_\_\_

Dollar amount of changes proposed in this form: \_\_\_\_\_

The proposed change (*check one*) ☐ **increases** ☐ **decreases** the dollar amount of the bidder's/consultant's contract with the City.

Does the proposed change decrease the SDBE participation? (*check one*) ☐ **yes** ☐ **no**

If the answer is **yes**, complete the following:

**BOX A. For the subcontract proposed to be changed (increased, reduced, or eliminated):**

Name of subconsultant: \_\_\_\_\_

Goods and services to be provided before this proposed change: \_\_\_\_\_

Is it proposed to eliminate this subcontract? ☐ yes ☐ no

If the subcontract is to be increased or reduced, describe the nature of the change (*such as adding \$5,000 in environmental work and deleting \$7,000 in architectural*): \_\_\_\_\_

Dollar amount of this subcontract before this proposed change: \_\_\_\_\_

Dollar amount of this subcontract after this proposed change: \_\_\_\_\_

This subconsultant is (*check one*):

☐ 1. City-certified Black-owned SDBE

☐ 2. City-certified Women-owned SDBE

3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as

3(a) ☐ Black-owned SDBE

3(b) ☐ Women-owned SDBE

☐ 4. not a City-certified SDBE



**BOX B. Proposed subcontracts other than the subcontract described in Box A above**

Name of subcontractor for the new work:

\_\_\_\_\_

Goods and services to be provided by this proposed subcontract:

\_\_\_\_\_

\_\_\_\_\_

Dollar amount proposed of this proposed subcontract:

\_\_\_\_\_

This subcontractor is (*check one*):

☐ 1. City-certified Black-owned SDBE

☐ 2. City-certified women-owned SDBE

☐ 3. City-certified SDBE that is neither Black-owned nor women owned, but to be credited as

3(a) ☐ Black-owned SDBE

3(b) ☐ Women-owned SDBE

☐ 4. not a City-certified SDBE

*Add additional sheets as necessary.*

**SDBE GOALS NOT HAVING BEEN MET. The following information must be presented by the consultant concerning good faith efforts taken.**

It is the responsibility of consultants to make good faith efforts. Any act or omission by the City shall not relieve them of this responsibility. For future efforts, it shall be comprised of such efforts which are proposed to allow equitable participation of socially and economically disadvantaged employees and sub-consultants/subcontractors. The City Manager shall apply the following criteria, with due consideration of the quality, quantity, intensity and timeliness of efforts of consultants/contractors, in determining good faith efforts to engage SDBEs along with other criteria that the City Manager deems proper:

Name of Bidder:

*If you find it helpful, feel free to attach pages to explain your answers. **How many pages is your firm attaching to this questionnaire?** \_\_\_\_\_ (Don't count the 2 pages of this questionnaire.)*

*If a yes or no answer is not appropriate, please explain the facts. All of the answers to these questions relate only to the time before your firm submitted its bid or proposal to the City. In other words, actions that your firm took after it submitted the bid or proposal to the City cannot be mentioned or used in any answers.*

**1. SOLICITING SDBEs.**

- (a) Did your firm solicit, through all reasonable and available means, the interest of all SDBEs certified (that is, in the City's database) in the scopes of work of the contract? ☐ **yes** ☐ **no**
- (b) In such soliciting, did your firm advertise? ☐ **yes** ☐ **no** Are you attaching copies to this questionnaire, indicating the dates and names of newspaper or other publication for each ad if that information is not already on the ads? ☐ **yes** ☐ **no**
- (c) In such soliciting, did your firm send written (including electronic) notices or letters? Are you attaching one or more sample notices or letters? ☐ **yes** ☐ **no**
- (d) Did your firm attend the pre-bid conference? ☐ **yes** ☐ **no**
- (e) Did your firm provide interested SDBEs with timely, adequate information about the plans, specifications, and requirements of the contract? ☐ **yes** ☐ **no**
- (f) Did your firm follow up with SDBEs that showed interest? ☐ **yes** ☐ **no**
- (g) With reference to the SDBEs that your firm notified of the type of work to be subcontracted -- Did your firm tell them:
- (i) the specific work your firm was considering for subcontracting? ☐ **yes** ☐ **no**
  - (ii) that their interest in the contract is being solicited? ☐ **yes** ☐ **no**
  - (iii) how to obtain and inspect the applicable plans and specifications and descriptions of items to be

purchased? ☐ **yes** ☐ **no**

**2. BREAKING DOWN THE WORK.**

(a) Did your firm select portions of the work to be performed by SDBEs in order to increase the likelihood that the goals would be reached? ☐ **yes** ☐ **no**

(b) If **yes**, please describe the portions selected. **ANSWER:**

*See next page for remaining questions.*

**3. NEGOTIATION.** In your answers to 3, you may omit information regarding SDBEs for which you are providing Form E-105.

(a) What are the names, addresses, and telephone numbers of SDBEs that you contacted?

**ANSWER:**

(b) Describe the information that you provided to the SDBEs regarding the plans and specifications for the work selected for potential subcontracting. **ANSWER:**

(c) Why could your firm not reach agreements with the SDBEs that your firm made contact with? Be specific. **ANSWER:**

**4. ASSISTANCE TO SDBEs ON BONDING, CREDIT, AND INSURANCE.**

(a) Did your firm or the City require any subcontractors to have bonds, lines of credit, or insurance?

☐ **yes** ☐ **no** (Note: In most projects, the City has no such requirement for *subcontractors*.)

(b) If the answer to (a) is **yes**, did your firm make efforts to assist SDBEs to obtain bonds, lines of credit, or insurance? ☐ **yes** ☐ **no** If **yes**, describe your firm's efforts.

**ANSWER:**

(c) Did your firm provide alternatives to bonding or insurance for potential subcontractors? ☐ **yes** ☐ **no** If **yes**, describe. **ANSWER:**

**5. GOODS AND SERVICES.** What efforts did your firm make to help interested SDBEs to obtain goods or services relevant to the proposed subcontracting work? **ANSWER:**

**6. USING OTHER SERVICES.**

(a) Did your firm use the services of the City to help solicit SDBEs for the work? ☐ **yes** ☐ **no** Please explain. **ANSWER:**

(b) Did your firm use the services of available minority/women community organizations, minority and women contractors' groups, government-sponsored

minority/women business assistance agencies, and other appropriate organizations to help solicit SDBEs for the work? ☐ **yes** ☐ **no** Please explain. **ANSWER:**









